



## Administrative Support I

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### Details

**Job ID :** 467

**Title :** Administrative Support I

**Job Code :** 401

**Salary :** \$1,667.00 (Monthly)

**Grade :** 4

**Tenured :** YES

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### Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

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### Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 1 Year of Work Experience

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

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### Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

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### Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



## Administrative Support I

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### Job Duties

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- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



## Administrative Support II

### Details

**Job ID :** 470

**Title :** Administrative Support II

**Job Code :** 501

**Salary :** \$1,784.00 (Monthly)

**Grade :** 5

**Tenured :** YES

### Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

### Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

### Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

### Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

### Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



## Administrative Support II

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### Job Duties

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- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



## Administrative Support III

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### Details

**Job ID :** 469

**Title :** Administrative Support III

**Job Code :** 601

**Salary :** \$1,909.00 (Monthly)

**Grade :** 6

**Tenured :** YES

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### Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

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### Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

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### Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

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### Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



### Administrative Support III

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#### **Job Duties**

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- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED